Ministry of Foreign Affairs,

Royal Government of Bhutan,

Thimphu: Bhutan.

1. Name of the Government servant …………………………………………………………………………………….
2. Designation ……………………………………………………………………………………..
3. Nature and period of leave applied for ……………………………………………………………………………………..
4. Date of Original appointment ……………………………………………………………………………………..
5. Ground on which leave is required ……………………………………………………………………………………..
6. Date from which leave is required ……………………………………………………………………………………..
7. Date of return from last leave and ………………………………………………………………………………………

Nature of Leave

1. Particulars of pay and allowances ………………………………………………………………………………………
2. LTC advance required ……………………………………………………………………………………..
3. Leave salary advances if any ……………………………………………………………………………………..
4. Address during leave ……………………………………………………………………………………..

Station: ..................................................

Date: ……………………………………………………

Signature of Applicants

Leave at Credit of Mar/Mrs./Miss……………………………………………………..as on……………………is ………….days

Signature & Designation of Signature of Dealing Asst

Section Group Incharge

Earned/Casual/Extraordinary leave sanction for …………………………… from …………………. to…………………..

Signature of Controlling Officer